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CONFIDENTIAL

CHMS File

Chief, Management Staff 9 October 1959

Chief, Records Management Staff

Weekly Report for Week Ending 7 October 1959

1. Contributions

a. Tangible

(1) Five offices transferred 289 cu. ft. of inactive records to the Records Center.

(2) The Center destroyed 41 cu. ft. of records, leaving 771 cu. ft. to be burned.

(3) Completed two new and four revised forms.

b. Intangible

(1) Evaluated one Employee Suggestion.

(2) The newly installed filing system in [redacted] Security Division is working well. We hope to use this as a pilot model to sell [redacted] Divisions on the need and advantages of a Subject Numeric Filing System. Project complete. 25X1 25X1

(3) Completed Demonstrator File on Subject Numeric Filing System. This model file is stocked with unclassified material and is available for use. It has proven valuable for training AFO's. It will also be used in the OEE File Workshop.

2. Assignments - Active

a. Forms

(1) Ten new and eleven revised forms.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms.

(4) Improved Management of Stocked Forms.

(5) New Building Project.

(6) Expediting Printing of Information Reports.

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(7) Courier Receipt and Log Record and Agency Multi-purpose Envelope.

(8) Improvement of Quality of Information Reports.

b. Shelf Filing

(1) Office of Personnel.

(2) Contact Division [redacted] 25X1

(3) Office of Security

(4) Office of Training.

25X1 [redacted]

(6) Office of Communications/TTT Staff

(7) OTR/Map Library.

c. Filing Systems

(1) SR/DD/P

(2) Watch Office

(3) General Counsel

25X1 [redacted]

d. Records Control Schedules

(1) Executive Registry

(2) FI Staff

25X1 [redacted]

(4) OCI (new)
A review of the Records Disposition Program was started.

e. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes

A plastic model of the storage box is due next week.

(2) DD/P Support Records

(3) Predecessor Agency Records

(4) Entrance-On-Duty and Refresher Training Workshop in Filing

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A one-day, Filing Workshop for employees of the DD/S will be conducted on 26 October in Room 501, 1016 16th St. This is a joint project of OTR and SMB.

(5) Demonstrator File on Subject-Numeric Systems
See 1 b (3)

(6) Physical Consolidation of VM and Records Center

[redacted] 25X1

(8) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.

[redacted] 25X1

(9) Records of President's Advisory Committee on Political Refugees

We have been asked to locate and procure certain of these records (30 cu. ft.) [redacted] 25X1
We asked the Roosevelt Library at Hyde Park for assistance in locating the records.

3. News

a. Sent memorandum to 7 punched card installations requesting that they consider using 10 inch tabulation paper in lieu of 11 inch paper. Listings on 10 inch paper can be filed upright in cabinets, saving drawer space and making possible the interfiling of the listings with related material.

b. 50% of the Management Staff quota for UGF has been pledged or paid.

25X1 c. [redacted] attending the American Archivists' Convention in Philadelphia, 7-9 October.

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d. Five members of this Staff attended the Management Analyst Luncheon on 5 October. Mr. Gill of Bureau of the Budget spoke on "Automatic Data Processing in the Federal Government."

25X1 e. Briefed [redacted] new ARO for OS, on the Records Management Program.

25X1 f. Briefed [redacted] OCI on the Records Disposition Program.

g. At a regular staff meeting, [redacted] briefed RMS on the new RCA-501 equipment. 25X1

[redacted] 25X1

Mgt/S/RMS/skm; (12 Oct. 1959)

Distribution:

25X1 [redacted]

1 - RMS File

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